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| **I. USER AUTHORIZATION** | | | |
|  |  |  |  |

*Last Name (Please Print)* *Suffix First Name* *Middle Name*

|  |  |
| --- | --- |
|  |  |

*Preferred Name or Nickname, if any* *Job Title*

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| --- | --- |
|  |  |

*Office Location (Area Code) Phone Number*

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|  |

**Employee Status:**  Full time  Seasonal  Student Worker

*Employee Identification Number (UIN)*

Part-time  Working Retiree  Graduate Student

**Non-Employee Status:**  Vendor  Contractor  Partner

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| --- | --- |
| **Requesting:** | |
|  | New Account |
|  | Deactivate Existing Account |
|  | Update Existing Account |

|  |  |
| --- | --- |
| **Special Access:** | |
|  | Access to department’s shared folders and files (For College Station & Hudson only) |
|  | Grant local administrative rights to user’s assigned PC. |
|  | Laserfiche Document Management System for Texas A&M AgriLife |
| **Note: To ensure information security, please notify the IR Department when an employee no longer works in your department.** | |

Comments:

**Authorization**

|  |  |
| --- | --- |
|  |  |

***Supervisor’s Signature*** *Date* ***Supervisor’s Name (Please Print)***

*(Required only if New Account or Deactivation)*

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| **II. ACKNOWLEDGEMENT OF USER RESPONSIBILITY** |
| *Upon receiving permission to access agency information resources, I acknowledge my responsibility for strictly adhering to The Texas A&M University System Rules and Regulations, as well as State and Federal regulations. I understand that I will be subject to disciplinary action and criminal prosecution to the full extent of the law (Chapter 33, Title 7 of the Texas Penal Code) if I gain or help others gain unauthorized access to agency information resources. I agree that I shall not attempt to circumvent the computer security system by using or attempting to use any unauthorized information or transactions. I acknowledge that neither I nor anyone else possesses the authority to allow anyone to use my user-id or my password. By signing this form, I agree to take reasonable steps to protect my password.* |

|  |  |
| --- | --- |
|  | *Note: Passwords are reset only after proper verification of the user’s identification.* |

***Employee’s Signature******Date***

***For IR Dept. Use only:***

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| --- | --- | --- | --- |
| Form Received Date: | Initials: | User Id: | Division: |
| Account Set-up Date*:* | Initials: | Alias Used: | Org. Unit: |
| *Comments:* | | | |

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| **III. ORGANIZATIONAL UNIT** |

**SUPERVISOR: Mark Organizational UNIT IN THE CORRECT DIVISION COLUMN**

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| **Director’s Office** | **Finance and Administration** | **Forest Resource Protection** | **Forest Resource Development** |
| *(Division Code: DO)* | *(Division Code: FIAD)* | *(Division Code: FRP)* | *(Division Code: FRD)* |
| Director’s Office | Associate Director’s Office - FIAD | Associate Director’s Office - FRP | Associate Director’s Office –  FRD |
| Communications | **Budgets & Accounting** | **Mitigation & Prevention** | Geospatial Services |
|  | Budgets & Accounting | Mitigation & Prevention | **Forest Analytics** |
|  | **Employee Development** | Wildlife Urban Interface / Prevention | Forest Economics & Resource Analysis |
|  | Employee Development | **Law Enforcement** | Silviculture |
|  | **Information Resources** | Law Enforcement | Forest Inventory & Analysis |
|  | Information Resources | **Predictive Services** | Wood Utilization & Marketing |
|  | **Payroll & Support Services** | Predictive Services | **Forest Systems** |
|  | Payroll & Support Services | **Planning and Preparedness** | Forest Health, Stewardship, Water Resources & Legislative |
|  | **Purchasing** | Planning & Preparedness | Tree Improvement |
|  | Purchasing | Aviation | Urban & Community Forestry |
|  | **AgriLife** | SOC | **Central / West Texas Operations** |
|  | Human Resources | Training | Central / West Texas Operations |
|  |  | Dispatch / TICC / Emergency Operations Center | West Texas Nursery |
|  |  | **Capacity Building** |  |
|  |  | Capacity Building |  |
|  |  | **Field Operations** |  |
|  |  | Field Operations |  |
|  |  | Admin |  |
|  |  | Logistics |  |
|  |  | North Region |  |
|  |  | East Region |  |
|  |  | South Region |  |
|  |  | **Applied Technologies** |  |
|  |  | Applied Technologies |  |
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